

2016 LSTA Grant Applications Step-by-Step

Identification

1. Applicant meets all the eligibility criteria for their type of library

This is the acknowledgement that the applicant library meets certification or other criteria to be designated a “library” by Federal or State of Utah statutes, to be eligible for LSTA funding. Refer to Appendix A - *Eligibility Criteria* to determine your library’s eligibility.

2. Library Type

Check the box that best describes your library, library consortium, or library-related organization.

3. Project Title

This is the name of the project. The title should be concise and explanatory. You do not have to include the name of your library in the title.

4. Name of Applicant Library

This is the full name of the library that is the primary location for implementation of the project. Typically, the Project Director for the grant will be located at this library.

5. DUNS Number

Starting in 2011, the Institute of Museum and Library Services (IMLS) requires that all State Libraries report information on federal grant awards. This requirement comes from the Federal Funding Accountability and Transparency Act (FFATA). The Act is intended to empower every American with the ability to hold the government accountable for each spending decision.

The DUNS number is a unique nine digit identification number for each physical location of your library. The number is provided by Dun & Bradstreet. The Fiscal Officer may have or be able to request a DUNS number for your library, although most libraries already have a DUNS number assigned to it. For more information or to request a DUNS number, go to: <http://fedgov.dnb.com/webform>

6. & 7. Project Director

The Project Director is the person responsible for the implementation, day-to-day management, completion, evaluation, and reporting aspects of the project. If the project has partners, other persons may have delegated responsibilities for the project, under the leadership of the Project Director. Typically, the Project Director is the Library Director, but can also be a designated library staff person.

8. & 9. Project Fiscal Officer

This is the person responsible for the receipt, management and disbursement of LSTA funds. For public libraries, this person may be the city or county treasurer, the city or county auditor, or the library’s financial manager or director. For school libraries, this person may be the school principal or an administrator in the school district office. For academic libraries, this person may be the library director or an officer in the

financial or business office. For special libraries, this person may be the library director or development officer.

10. Utah State Library's LSTA Five-Year Goals

From the categories defined by Utah State Library's Five-year plan, check the boxes that most closely describe the main goals of your project.

11. IMLS Intents (Intended Outcomes)

From the categories defined by IMLS, check only ONE box that describes an additional goal of your project.

Grant Project Narrative

There are two aspects to developing a well-written project narrative: *thinking* about the project and *writing* about the project. Thinking about and answering the questions under this section benefit the consistency, comprehensiveness and strength of your Project Narrative. Refer to Appendix B - **LSTA Project Evaluation Criteria** for information on what reviewers will be looking for as they review grant applications

12. Project Summary

- The summary should be between 50 and 150 words
- Think of this section as an elevator speech for your project. In three to six concise sentences describe:
 - Why there is a *need* for the project, including references and statistics where applicable
 - Who the *target audience* is for the project (include important characteristics like age, education level, poverty level, gender, etc.)
 - How the project will *benefit* the target audience, and the library community

13. Project Description – Activities, Outcomes, and Evaluation

- The description should be between 250 and 500 words
- Answering some or all of these questions might help you to think about what information to include:
 - Activities
 - Money
 - How much money is needed to accomplish this project?
 - How much money does the library have to contribute towards the project? (local funds or match)
 - What other funding resources – partners or in-kind – are available?
 - Materials/Equipment
 - What materials will need to be purchased to accomplish this project? What is the cost?
 - What equipment will need to be purchased to accomplish this project? What is the cost?
 - What is the timeline for getting the materials/equipment?
 - What vendors need to be contacted?
 - What purchasing guidelines need to be followed?
 - Target Audience
 - How many people are expected to participate in this project?

- What are their characteristics?
- What is their need?
- Location
 - If the project involves training or workshops, where will these be held?
 - What are the costs related to a location for training/workshops (room rental, etc.)?
- Staffing/Partners
 - What library staff is needed to accomplish this project?
 - How much staff time will this project take for each participant?
 - What will be their activities and responsibilities?
 - Who are my potential partners for this project?
 - How much of their time will be needed to accomplish this project?
 - How much support can partner(s) give to the project? What will that support (time, materials, etc.) look like?
- Publicity
 - How should this project be publicized?
 - How will the project be publicized to the target audience?
 - How will the project be publicized to the larger community?
 - What resources (TV, radio, newspapers, websites, etc.) are available?
 - How will the requirement to acknowledge IMLS and the Utah State Library Division be accomplished (flyers, stickers, articles)?

14. Project Schedule/ Timeline

In 150 -200 words, present a timeline for project activities within the fiscal year (i.e., a list of actions with a date by which they will be accomplished); provide verification that facilities will be available, equipment and materials delivered; and explain how staff will be hired and/or trained in time to carry out the services and activities planned.

15. Outcomes

- What community need will this project satisfy?
- How will you know you have satisfied the need?
- What change(s) should occur in the target audience of this project?
- How will you measure the change(s)?
- What outcomes will be recognized in people's behavior, attitude, skills, knowledge, life status or life condition resulting from this project?
- How many organizations or libraries will benefit from this project?
- Evaluation
 - How many participants are expected to achieve the outcome(s), i.e. show a change?
 - What measurement tools will be used to know if participants have achieved the outcome or desired change?
 - What evidence was produced that shows that the project made a difference?
 - Who will analyze the information that is gathered?
 - How will the outcomes be reported?

Start with the outcome(s) that you expect to see in your target audience as a result of your project. Outcomes are a change (preferably an improvement) in the target audiences' skills, attitudes, knowledge, behaviors, and status or life conditions. A project may have more than one expected outcome, but usually not more than three.

Next, write specific information about all the activities that library staff or partners will accomplish in order to achieve the desired outcome(s). It is important to be concise, but also not to leave out any actions or relevant data that would have an impact on your project. Types of information that could be included are:

- Actions or tasks the library staff will accomplish
- Actions or tasks partners will accomplish
- Vendors that will be contacted regarding purchases of materials, equipment, technical expertise or other items necessary to accomplish the project
- Purchases of materials and equipment that will be made with delivery and installation timelines
- Supplies (office, postage, etc.) that will need to be purchased to accomplish the project. Who will be responsible for purchasing and what vendor(s) will be used?
- List of project personnel with specialized skills or expertise and what tasks will they accomplish. Will they be paid or provide in-kind services?
- Planned training or programming, including agendas and timelines for programs or classes
- Staff training or travel related to the accomplishment of the project
- Plans to promote the project. How will you reach your target audience?
- How and when do you plan to share the results of this project? (newspapers, online, other media)
- How will activities or benefits from the project be continued after the LSTA grant is completed? Who is responsible for achieving these tasks?

16. Select all the strategies you will use to determine the success of the project.

17. Last, discuss how you are going to incorporate evaluation throughout the project, not just as an add-on at the end. The evaluation methods that you use should measure the success of the activities to bring about the desired outcome(s). Consider what evaluation tool will be used and who will analyze the information that is gathered.

For more information about how the IMLS uses outcome based evaluations, please visit http://www.imls.gov/applicants/outcome_based_evaluations.aspx. To learn more about implementing outcome based evaluation in your library projects, visit <https://www.imls.gov/grants/outcome-based-evaluations>

Budget and Budget Narrative

Please review Appendix C - **Allowable Costs** to familiarize yourself with the approved expense categories and see examples of allowable costs.

Complete the Budget section of your LSTA grant project following these steps:

- First, determine the *Project Total* amount of funds you will need to complete the project. At this point, don't divide federal, local or in-kind amounts; just the total dollar amount for the entire project.

- Second, if you will be using any *Local Funds* to complete the project, include this amount.
- Third, if you have any *In-Kind Services* offered that will help to complete the project, include the equivalent dollar amount in the budget form. In-kind services are usually donations of personnel, space, or supplies. Use the local prevailing wage per hour for the job, or rental space, or the price it would cost you to purchase the items locally as the dollar equivalent.
- Last, to get your *LSTA Funds Requested* subtract the *Local Funds* and *In-Kind Services* amounts from the *Project Total* costs. This is the amount of LSTA funds you will be requesting from the State Library.

If your project budget includes salaries and benefits, please review Appendix D - ***Salary and Wage Reimbursement***. Please note that capital expenditures include individual items other than technology with a value of more than \$5,000 and a useful life of more than one year. For the purpose of LSTA grants, qualifying furniture is included as capital expenditures, even if the total requested is less than \$5,000.

27. Budget Narrative

Please describe how you are going to expend the money listed in each category of the budget form. This described budget may be in the form of a list. Be as specific as possible without going into too much detail. For example: 100 children's picture and juvenile fiction books, gives reviewers an understanding of the proposed expenditures without listing titles.

28. In this question, describe what plans the library has in place to ensure the project will continue after the grant period ends.

Partnerships

Libraries are encouraged to partner with other organizations when applying for LSTA funds. Libraries might consider such partners as museums, archives, cultural organizations, schools, tribal and governmental entities, social service agencies, local businesses or other community organizations.

All partners must benefit from the project, and those benefits should be clear in the *Project Description – Outcomes, Activities and Evaluation* portion of this application above. The library must serve as the applicant for the grant funds and assume fiscal responsibility if the grant is awarded. Be sure that all potential partners have been contacted before including them in the grant proposal, and include a signed ***Partnership Statement*** from each partner.

Federal Assurances and Children's Internet Protection Act (CIPA)

These assurances (see Appendix E) are required by the IMLS, the federal agency that oversees LSTA funding. Please read this information carefully. Note that the certification responsibilities extend beyond the grantee (Utah State Library Division) to the subgrantee (the libraries requesting LSTA funds) and subcontractors (any partners or vendors involved in the completion of the grant project).

LSTA Grant Eligibility Criteria

General Eligibility

To be eligible to receive LSTA funds from the Utah State Library Division, all applicant libraries must meet the following criteria:

- Provide core library services, such as borrowing privileges and computer use, free of charge to all residents within the library's service area. A school or academic library may define its service area as its academic community
- Have sufficient staffing ability and fiscal capability to successfully implement, complete, and evaluate results of the project
- Employ a librarian who has an MLS degree, or has completed, or is enrolled in the UPLIFT Basic Certification program, and serves as the Project Director for LSTA Grants

Public Libraries

- Meet the definition of public library as outlined in the document [Standards for Utah's Public Libraries](#):
 - An entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
 - An organized collection of printed or other library materials, or a combination thereof
 - Paid staff
 - An established schedule in which services of the staff are available to the public
 - The facilities necessary to support such a collection, staff, and schedule
 - Is supported in whole or in part with public funds
- Have an ongoing line item budget for library materials
- Meet the Children's Internet Protection Act (CIPA) requirements

Academic Libraries

- Serve a public college or university located in Utah
- Be a member of the Utah Academic Library Consortium (UALC)
- Provide public access to its collection
- Participate in interlibrary loan resource-sharing services to libraries in Utah

Institutional Libraries

- An institution must receive 50% or more of its operating funds from a State of Utah agency
- Have an organized collection and materials budget
- Provide services to Utah residents
- Employ a librarian who has an MLS degree, or has completed, or is enrolled in the UPLIFT Basic Certification program, and serves as the Project Director for LSTA Grants

Public and Charter School Libraries

- Meet the definition of a school library: a dedicated facility in the school building (or a nearby district-operated facility) that provides access during school hours to a collection of print, non-print, electronic, and internet-based materials, with instruction that enhances students' research and literacy skills
- Serve a public or charter school in Utah
- Have a board-approved collection development policy
- Have Children's Internet Protection Act (CIPA) certification
- Have an ongoing line item budget for library materials
- Use LSTA funds to strengthen the school library, not classroom resources
- A certificated library media teacher within the district must be directly involved in the administration, implementation, evaluation, and reporting of the LSTA grant

Special Libraries

- Serve as a library for a governmental unit or non-profit organization
- Provide services to Utah residents
- Employ a librarian who has an MLS degree, or has completed, or is enrolled in the UPLIFT Basic Certification program, and serves as the Project Director for LSTA Grants

Tribal Libraries

- Be recognized and supported by a tribal government in Utah
- Demonstrate an ability to provide quality information to patrons

Library Consortia

Eligible consortia may be formally established consortium, or a conditional consortium of libraries, school districts, or school library media centers, all of whose members meet the eligibility criteria above, and have designated one Project Manager and Fiscal Officer by whom the *Memorandum of Agreement* (MOA) will be signed for the group. The application must be submitted by one library, school district or educational service center on behalf of the consortium. The applying library, school district or educational service center shall serve as the administrative and fiscal agent for the grant.

Research and Private Libraries

These libraries must be certified as eligible by the Utah State Library Board based on the requirements that the library employs a formally trained librarian with a master's degree in library or information science from an ALA-accredited program, Library Media Endorsement, or has completed or is enrolled in the UPLIFT Basic Certification program; must make publicly available library services and materials suitable for scholarly research not otherwise available to the public, and that the library is not an integral part of an institution of higher learning.

LSTA Project Evaluation Criteria

Project Narrative – Project Summary (15 points maximum)		
<ul style="list-style-type: none"> Provides clear and convincing evidence of need Clearly describes needs assessment process, including how stated need was determined Well thought out plan on how needs will be met Strongly connects need and goals of proposed project Genuine interest given to benefits the targeted audience will receive 	<ul style="list-style-type: none"> Provides evidence of need Partially describes needs assessment process and how stated need was determined Provides some discussion on how needs will be met Show some connection between need and the goals of the proposed project Some consideration given to actual benefits the targeted audience will receive 	<ul style="list-style-type: none"> No evidence of need indicated or inadequate Does not describe needs assessment or how need was determined Does not address how needs will be met Shows little or no connection between needs and proposed project No discussion on what the benefits will be to the targeted audience
11 – 15 points	6 – 10 points	0 – 5 points

Project Narrative – Activities & Outcomes (15 points maximum)		
<ul style="list-style-type: none"> Relates directly to stated goal(s) and will make progress towards stated goal(s) Clearly describes appropriate methods or strategies for meeting project goals Shows consistent and coherent link to measurable objectives Clearly describes appropriate project outcomes Shows consistent and coherent link to target audience Includes both impact and benefits the project will have on or provide to the target audience 	<ul style="list-style-type: none"> Demonstrates some relationship with goal(s) Describes methods and strategies for meeting project goals Shows links that are vague or lack coherence Inadequately refers to project outcomes Includes impact on the project but doesn't show an association with the target audience Includes the benefits of the project but doesn't show how they address the target audience's needs 	<ul style="list-style-type: none"> Shows little or no relationship to goal(s) Does not include methods or strategies for meeting project goals Does not show link to measurable objectives Does not include project outcomes Does not address any of the impacts or benefits the project may have on or provide to the target audience
11 – 15 points	6 – 10 points	0 – 5 points

Project Narrative - Evaluation (15 points maximum)		
<ul style="list-style-type: none"> Clearly relates to goals, objectives and outcomes Will effectively determine success of the project and its impact Includes adequate amount for evaluation in the budget 	<ul style="list-style-type: none"> Provides partial link to goals, objectives, and outcomes Provides some indication of the success of the project Minimal amount included for evaluation in the budget 	<ul style="list-style-type: none"> Does not relate clearly to goals, objectives, and outcomes Will not clearly determine success of the project No funding for evaluation included in the budget
11 – 15 points	6 – 10 points	0 – 5 points

Project Narrative - Timeline (10 points maximum)		
<ul style="list-style-type: none"> • Timeline includes a list of actions with specific target dates and is clearly relevant to achieving the established objectives • Timeline seems achievable within the project period • Use of facilities, equipment and/or materials fully explained and relevant to project and project goals • Full explanation of hiring or training of staff that will allow project to be carried out during the project period 	<ul style="list-style-type: none"> • Timeline exists, but is not clearly relevant to achieving the project goals • Timeline seems unachievable within the project period • Some verification regarding facilities, equipment and/or materials, but not clearly related to project • Brief or incomplete explanation of hiring or training of staff to carry out project in project period 	<ul style="list-style-type: none"> • Timeline is missing or incomplete (i.e., does not include a list of actions with specific target dates for completion) • No verification regarding facilities, equipment and/or materials • No explanation of hiring or training of staff to carry out project in project period
8 – 10 points	4 – 7 points	0 – 3 points

Project Narrative - Innovation and Creativity (10 points maximum)		
<ul style="list-style-type: none"> • Project improves library services for target audience by introducing a new service • Project uses new technologies, materials, or programs • Creative use of LSTA funds that addresses a community need • Project can be replicated at other Utah libraries 	<ul style="list-style-type: none"> • Project improves library services for target audience by expanding on an existing service • Project uses existing technologies, materials, or programs • Builds on a project already funded with LSTA (either same library or another library in Utah) • Project may be replicated at other Utah libraries 	<ul style="list-style-type: none"> • Project does not improve library services for target audience • Project uses old technologies, dated materials, or programs • Project does not employ any new ideas, activities or concepts, or is based on projects funded 5+ years ago • Project cannot be replicated
8 – 10 points	4 – 7 points	0 – 3 points

Highest possible score for Project Narrative section= 65

Budget and Budget Narrative (15 points maximum)		
<ul style="list-style-type: none"> Clearly lists how the dollars will be used for the project All activities in the project summary are represented by a dollar amount in the budget and described in the budget narrative Describes any local or matching funds Budget form completely filled out per directions – complete, rounded numbers, all amounts total correctly 	<ul style="list-style-type: none"> Does not clearly list how the dollars will be used for the project Not all activities in the project summary are represented by a dollar amount in the budget form or described in the narrative Brief mention of who will be contributing matching funds Budget form partially filled out per directions – complete, rounded numbers, all dollar amounts total correctly 	<ul style="list-style-type: none"> Provides no description, beyond the budget sheet, of how funds will be spent Budget narrative incomplete No local cash or in-kind contributions for project* Budget form not filled out per directions – complete, rounded numbers, all amounts do not total correctly
11 - 15 points	6 - 10 points	0 - 5 points

**Local (match) funds and in-kind contributions are not required, but are encouraged.*

Budget - Sustainability (10 points maximum)		
<ul style="list-style-type: none"> Clear evidence of sustainability after grant project ends 	<ul style="list-style-type: none"> Some evidence of sustainability after grant project ends 	<ul style="list-style-type: none"> No evidence of sustainability after grant project ends
8 – 10 points	4 – 7 points	0 – 3 points

Highest possible score for Budget section = 25

Partnerships – Collaborations & Outreach (10 points maximum)		
<ul style="list-style-type: none"> Clearly describes a working relationship between two or more different libraries or organizations The relationship is clearly viable, the partners are eligible, and the patrons' needs will be better met through the partnership Applicant included complete Partnership Statements for each organization involved Includes outreach component 	<ul style="list-style-type: none"> Contains some reference to a working relationship, and how the goals/objectives/activities will be accomplished The libraries/organizations involved in the relationship appear to be eligible Applicant included Partnership Statements for some of the organizations involved in the project, or was not complete Vague or incomplete outreach component 	<ul style="list-style-type: none"> Applicant did not choose a partnership or collaboration If a partnership or collaboration was chosen the application does not clearly describe how it will work to achieve the project's goals Applicant did not include Partnership Statement for organizations involved in the project Lacks outreach component.
8 - 10 points	4 - 7 points	0 – 3 points

Highest possible score for Partnership section = 10

Allowable Costs

Allowable Costs

Most costs necessary and reasonable for the proper and efficient administration of a grant project are allowable costs that may be proposed as budget items in an LSTA grant application. The following are also allowable costs under specific topic areas:

Personnel

Salaries and Benefits & Contract Services

LSTA funds may be used to pay for contract services on a conditional basis. The contractor must be working exclusively on the LSTA grant project. Documentation must be kept on duties performed when being paid with LSTA funds. Check your specific Circular (see below) for any restrictions.

Continuing Education & Training

Library staff and (where relevant) other library related individuals may need to receive training so that they can develop and deliver services directly related to the LSTA grant project. For example, a library is going to offer early literacy classes to their patrons. LSTA funds may be used for the training of librarians to carry out this service.

Operating

Advertising

- Expenses involved in a project to inform the public or the media about specific LSTA grant projects
- Brochures and bookmarks, charged to an LSTA project to carry out that specific project
- To promote events being held during the project, for example story times, ESL classes, etc.
- To announce outcomes of the completed LSTA project.

Supplies, Printing, Postage

Most of these costs are allowable as long as they are used only in the commission of the LSTA grant project.

Promotional Materials

A general guiding question often used is whether a prudent person would determine that the items are directly related to the LSTA grant project, and a factor may be whether the items are more educational and informational in nature than promotional.

Travel Costs

Most travel costs associated with the grant project may be paid with LSTA funds. Costs will be reimbursed based on the existing travel policies, per diem and mileage rates of the State of Utah. Travel will only be reimbursed for individuals directly working on the LSTA grant project.

Capital Expenditures

Furniture

There are some situations where furniture is an allowable LSTA expense. For example, if you are using LSTA funds to purchase new computers for your patrons you may purchase computer tables to place them on and chairs to sit in while using them.

Unallowable Costs

The following costs are unallowable and may not be proposed as grant project costs:

- Administrative fees or costs (fringe benefits, payroll taxes, sales taxes)
- Advocacy or Lobbying fees or costs
- Alcoholic beverages
- Bad debts
- Building construction or renovation costs
- Capital expenditures
- Collection development purchases not targeted directly to the grant goals
- Contingencies
- Contractors that are not offering services for the LSTA project
- Contributions and donations
- Entertainment / Performances – including amusement, diversion, and social activities, and any costs associated with such activities (food, entertainers, rentals, gratuities, alcohol, etc.); costs of ticket to shows or sporting events.
- Equipment or technology not specifically needed to carry out the goals of the grant
- Fines and penalties
- Food
- Furniture (built-in). Some furniture may be allowable as part of the grant project. Check with the Grants Coordinator before purchasing
- Gifts, honoraria, stipends, or awards
- Promotional items – key chains, t-shirts, etc.
- Incentives, rewards
- Indirect costs or overhead costs
- Interest and other financial costs
- DO NOT put your federal LSTA funds into interest-bearing accounts, savings accounts or investment-type funds. If interest is earned on LSTA grant funds by the subgrantee, the amount of the interest must be refunded to the Utah State Library Division, and subsequently returned to the IMLS
- Staff salaries and benefits – LSTA funds can pay only for staff working on the grant project and only for the hours that they work on the project
- Transportation equipment
- Under recovery of costs under grant agreements (excess costs for one grant application is not chargeable to another grant application)

Federal Office of Management and Budget (OMB) Circulars

Allowable costs are defined and discussed in detail in the following OMB Circulars. If you would like more information, please refer to the appropriate publication for your type of library:

Public libraries – OMB Circular A-122 (relocated to 2 CFR, Part 230)

http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a122.pdf

School libraries – OMB Circular A-21 (related to 2 CFR, Part 220)

http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a21.pdf

Indian Tribal Governments/Libraries – OMB Circular A-87 (relocated to 2 CFR, Part 225)

http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a87.pdf

LSTA Grants Salary and Wage Reimbursement

General Guidelines

The following information applies whether the employee works solely or partially on the LSTA grant project. Requests for reimbursement for salaries, wages or benefits accrued while working on an LSTA grant project **require** two supporting documents:

1. Timesheets, and
2. Proof of compensation.

Requests for reimbursement for salaries, wages, or benefits that do not provided supporting documentation **will not** be approved.

Timesheet

You may use a timesheet from your agency, organization, or library; or you may use the example on the following page. An Excel version of the timesheet is also available.

All timesheets **must** include the following information:

1. Dates of the week and month
2. Actual hours worked per day on the LSTA project
3. Actual total hours worked per week on the LSTA project
4. Actual total hours worked for the month on the LSTA project
5. Printed name and signature of the employee who worked
6. Printed name and signature of the employee's supervisor
7. Supervisor must have first-hand knowledge of work performed by employee
8. There **must** be a separate timesheet completed for each employee for whom funds are being requested

Proof of Compensation and Distribution

These records demonstrate that the employee was actually compensated for work on the LSTA grant project.

The Payroll Department for your agency, organization or library should be able to generate the reports that are required.

Payroll documents that are in accordance with generally accepted accounting practice of your institution and are approved by a responsible official of your institution may be used for this purpose.

Payroll Documents **must**:

1. Reflect an after-the-fact distribution of the actual activity of each employee
2. Account for the total activity for which each employee is compensated
3. Be prepared at least monthly and must coincide with one or more pay periods
4. Represent actual costs
5. Be confirmed by responsible persons with suitable means of verification that the work was performed. Confirmation by the employee is not a requirement if other responsible persons make appropriate confirmations.

Sample Timesheet

Date
Project Title
Name of Applicant Library
Employee's Name
Employee's Hourly Wage

Pay Week Dates	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hours Worked per Week
Total Hours Worked								
Hourly Wage								\$
Total Wages								\$

I certify that the hours listed above are an accurate account of the hours I worked on the LSTA project.

Employee's Name (Printed)
Employee's Signature

I certify that the information above is an accurate account of the hours worked by the employee.

Supervisor's Name (Printed)
Supervisor's Signature

Federal Assurance Forms

These pages are required by the Institute of Museum and Library Services (IMLS), the federal agency that oversees LSTA funding.

Subgrantee and Subcontractors. These terms refer to the applicant library and any vendors the library might use to complete the proposed project. Certification responsibilities extend beyond the grantee (Utah State Library Division) to subgrantees (Libraries) and subcontractors (Vendors and Partners) under certain circumstances. For more information on terms used in this section please refer to the ***Definitions of Federal Assurances Terms***, after the Assurances.

Certification Regarding the Non-discrimination Statutes and Implementing Regulations

(Applies to Recipients Other than Individuals)

The applicant certifies that it will comply with the following nondiscriminatory statutes and their implementing regulations: a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000e et. seq.) provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §701 et seq.), which prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance ; c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §1681 et seq.) which prohibits discrimination on the basis of gender and gender preference in education programs and activities receiving federal financial assistance; and d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonable take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

Certification Regarding Debarment and Suspension

The applicant certifies to the best of its knowledge and belief that neither it nor its principals; a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and d) have within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

In addition, the applicant agrees by submitting a proposal that, should the proposal be funded with LSTA federal funds, the grantee shall not knowingly enter into any project-related transactions (as defined under “lower tier covered transaction”) with a person who is debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from participation on this covered transaction, unless authorized by the IMLS.

The applicant further agrees by submitting this proposal to include without modification the following cause in all lower tier covered transactions in all solicitations for lower tier covered transactions:

1. The prospective lower tier participant certified, by submission of the proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

A grantee may rely on the certification of a prospective sub-recipient that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A grantee may decide the method and frequency by which it determines the eligibility of its “principals.”

Except when specifically authorized by the IMLS, if a grantee knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the remedies available to the federal government, the IMLS may terminate this transaction for cause or default.

Certification Regarding Lobbying Activities

(Applies to Applicants Requesting Federal Funds in Excess of \$ 100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Certification Regarding Trafficking in Persons

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. § 7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

As a subrecipient or partner under this award your employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award.

IMLS may unilaterally terminate this award, without penalty, if the grant recipient is determined to have violated a prohibition of this award term; or has an employee who has violated a prohibition of this award through conduct that is either associated with performance under this award; or imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),” as implemented by IMLS in 2 C.F.R. part 3185.

Definitions of Federal Assurance Terms

Covered Transaction

A covered transaction is either a primary or lower-tier covered transaction.

Debarment

An action taken by a debarring official in accordance with 45 CFR Part 1185 to exclude a person from participating in covered transactions. A person so excluded is “debarred.”

Debarment and Suspension

The applicant agrees by submitting a proposal that should the proposal be funded by the Institute of Museum and Library Services (IMLS), it shall not enter into any project related transactions with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the IMLS. It should be noted that, in terms of this certification, the legal definition of “person” includes organizations as well as individuals.

Ineligible

Excluded from participation in federal non-procurement programs pursuant to a determination of ineligibility under statutory, executive order or regulator authority, other than Executive Order 12549.

Lobbying Activities

Those who receive a subgrant, contract, or subcontract exceeding \$100,000 at any tier under an IMLS grant are required to file a certification and, when necessary, a disclosure form, to the next tier above.

Lower Tier Covered Transaction

- a) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.
- b) Any procurement simplified acquisition threshold (currently \$100,000) under a primary covered transaction.
- c) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are project directors, principal investigators, and providers of federally-required audit services.

Participants

Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person

Any individual, corporation, partnership, association, unit of government or legal entity, however organized, except foreign governments of foreign governmental entities, public international organizations, foreign government owned or controlled entities.

Primary Covered Transaction

Any non-procurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation, agreements, and any other non-procurement transactions between a federal agency and a person.

Principal

Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has critical influence on or substantive control over a covered transaction, whether or not employed by the participant.

Suspension

An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Voluntarily Excluded

The status of non-participation or limited participation in covered transaction assumed by a person pursuant to the terms of a settlement.

Children's Internet Protection Act Certification (CIPA)

- [Children's Internet Protection Act \(CIPA\) 47 CFR 54.520](http://www.gpo.gov/fdsys/granule/CFR-2012-title47-vol3/CFR-2012-title47-vol3-sec54-520)
<http://www.gpo.gov/fdsys/granule/CFR-2012-title47-vol3/CFR-2012-title47-vol3-sec54-520>
- [Internet Safety 20 USC §9134 \(f\)\(1\)](http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section9134&num=0&edition=prelim)
<http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section9134&num=0&edition=prelim>
- [Internet and online access policy required UCA 9-7-215](http://www.le.utah.gov/code/TITLE09/htm/09_07_021500.htm)
http://www.le.utah.gov/code/TITLE09/htm/09_07_021500.htm

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